
PLANNING AND DEVELOPMENT

Commercial Preliminary Development Plan Applicant's Letter

Date: Wednesday, September 16, 2015

To:

Applicant: ENGINEERING SOLUTIONS Email: Fax #: (816) 623-9849

Property Owner: THE UNITED Email: Fax #:
METHODIST CHURCH OF LEES SUMM

Engineer: ENGINEERING SOLUTIONS Email: Fax #: (816) 623-9849

From: Ron Seyl, Planner

Re:

Application Number: PL2015117

Application Type: Commercial Preliminary Development Plan

Application Name: SUMMIT CHURCH

Location: 3381 NW CHIPMAN RD, LEES SUMMIT, MO 64081

Tentative Schedule

Submit revised plans by noon on Tuesday, September 01, 2015 (4 paper copies, 1 reduced (8 ½ x 11 copy)).

Applicant Meeting 08/19/2015 09:00 AM: **08/19/2015**

Planning Commission Meeting 09/22/2015 05:00 PM: **09/22/2015**

City Council Public Hearing 10/15/2015 06:15 PM: **10/15/2015**

City Council Ordinance 10/15/2015 06:15 PM: **10/15/2015**

If the revised submittal deadline is not met or plans are deficient, the item will be moved to a later meeting and a new deadline will be set. Future deadlines and meeting dates can be found on the "Planning Commission Meeting Dates" handout. Dates are subject to change; we will keep you informed throughout the process.

Excise Tax

On April 1, 1998, an excise tax on new development for road construction went into effect. This tax is levied based on the type of development and trips generated. If you require additional information about this development cost, as well as other permit costs and related fees, please contact the Permitting and Plan Review Division of the Codes Administration Department at 969-1200.

Planning Commission and City Council Presentations

Presentations before the Planning Commission and City Council shall be (1) in electronic format or (2) reduced drawings for use on the Document Camera to display on the screen. Electronic presentations shall be on a laptop, CD ROM, DVD, or flash drive. The City's presentation system can support Word, Excel, Power Point, Adobe, Windows

Media Player and Internet Explorer applications. Presentation boards will no longer be allowed. The presentation(s) shall be submitted to Planning and Development staff no later than the day of the Planning Commission meeting by 4 pm.

Notice Requirements

1. Notification of Surrounding Property Owners.

- **Mail Notices.** The applicant must mail letter notices to all property owners within 185 feet at least 15 days prior to the hearing. Sample notices are available. The notice must include:
 - time and place of hearing,
 - general description of the proposal,
 - location map of the property,
 - street address, or general street location
 - statement explaining that the public will have an opportunity to be heard
- **File Affidavit.** An affidavit must be filed with the Planning and Development Department prior to the public hearing certifying the notices have been sent. Provide a list of the property owners notified and a copy of the notice sent.

2. Notice Signs.

- **Post Sign.** The applicant shall post a sign on the premises, at least 15 days prior to the date of the hearing, informing the general public of the time and place of the public hearing. When revised plans are submitted, staff will prepare the sign and provide it to the applicant for posting.
- **Maintain Sign.** The applicant shall make a good faith effort to maintain the sign for at least the 15 days immediately preceding the date of the hearing, through the hearing, and through any continuances of the hearing. The sign shall be placed within 5 feet of the street right-of-way line in a central position on the property that is the subject of the hearing. The sign shall be readily visible to the public. If the property contains more than one street frontage, one sign shall be placed on each street frontage so as to face each of the streets abutting the land. The sign may be removed at the conclusion of the public hearing(s) and must be removed at the end of all proceedings on the application or upon withdrawal of the application.

Analysis of Commercial Preliminary Development Plan:

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections
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1. All issues pertaining to life safety and property protection from the hazards of fire, explosion or dangerous conditions in new and existing buildings, structures and premises, and to the safety to fire fighters and emergency responders during emergency operations, shall be in accordance with the 2012 International Fire Code.

2. IFC 903.3.7- Fire department connections. The location of fire department connections shall be approved by the fire code official. Connections shall be a 4 inch Storz type fitting and located within 100 feet of a fire hydrant, or as approved by the code official.

Action required: Show the location of the FDC.

3. IFC 503.2.3 -Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities.

4. IFC 507.1 - An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings or portions of buildings are hereafter constructed or moved into or within the jurisdiction.

Action required: The 6" main shall be capable of providing the required flow.

Planning Review

Ron Seyl
(816) 969-1603

Planner
Ron.Seyl@cityofls.net

Corrections

1. LEGAL DESCRIPTION.

Please submit an electronic copy of the legal description. Microsoft Word document or selectable PDF are the preferred file formats. The legal description can be emailed to the planner's email address below.

2. SIGNAGE.

Please provide renderings of any proposed signage for the site; show the dimensions of the sign and sign structure. Also indicate the proposed placement of the signage on the site plan. All signage must comply with Unified Development Ordinance Article 13 - Signs.

3. Display width, radii, centerline and grade of Chipman Rd.

4. SETBACKS

Display building setback lines from streets with dimensions.

5. PLAN CLEAN UP

There are squares shown in place of alphabetic letters on various parts of the plan. For example, on Sheet C.600 the description of the Handicap Sign Detail is unreadable. Please correct.

6. PARKING LOT SETBACK

A portion of the Phase 1 parking lot will not meet the minimum 20' ROW setback when the future north-south street is dedicated as a public street. More specifically, it will affect the northernmost 5/6 parking spaces and drive aisle just south of the driveway entrance tying into the larger driveway/street connection to Chipman Rd.

7. TRASH ENCLOSURE. There is no trash enclosure shown on the plans. Show the proposed location of the enclosure and provide a detail of it. Trash enclosures shall be constructed of masonry walls and solid steel gates of a color compatible with the building it serves.

8. PARKING SPACES.

- The double-loaded parking bay at the east end of the Phase 1 parking lot construction is labeled as each bay having 44 spaces. However, each bay actually has 42 spaces. This is also true for the adjacent double-loaded bays to the east that will be constructed as part of a future phase. Please revise.
- The single-loaded parking bay at the easternmost boundary of the future parking lot expansion is labeled as having 54 spaces. It actually has 52 spaces. Please revise.
- The single-loaded parking bay to the immediate east of the church building is labeled as having 42 spaces. It actually has 40 spaces. Please revise.

9. SITE DATA TABLE.

- The table indicates that 342 standard parking spaces and 10 ADA parking spaces will be provided in Phase 1. However, the plan shows 330 standard parking spaces and 54 ADA parking spaces in Phase 1. Please revise.
- The table indicates that 1029 standard parking spaces and 50 ADA parking spaces will be provided at full build-out. However, the plan shows 865 standard parking spaces and 54 ADA parking spaces at full build-out. Please revise.
- Also revise the parking totals listed at the upper right-hand corner of Sheets C.100 and C.101.

10. DRIVEWAYS (FUTURE PUBLIC STREETS)

- Temporary asphalt curbing shall be provided at the south end of the stub for the Chipman Rd driveway entrance where the future street will be extended.
- As discussed in previous pre-application meetings, the portion of Ashurst from View High to the "T" intersection of the future north-south street shall be built as a collector with 60' of ROW.

11. DRIVE AISLE WIDTHS. A minimum 24' of pavement width (28' back-of-curb to back-of-curb) is required where drive aisles serve two-way traffic, including areas bounded by landscape islands. There are drive aisles throughout the site with pavement widths between 19' and 22'.

12. ACCESSIBLE RAMPS. The ADA ramps serving the parking bay with 10 accessible parking spaces immediately adjacent to the building's west side is clearly labeled. How and where will the 44 accessible spaces further west from the building gain ramp access to the building? Please label the ramp location(s).

13. PAVEMENT. A note on Sheet C.001 states that parking lot pavement shall meet the requirements of the UDO. However, the concrete and asphalt pavement details on Sheet C.600 do not meet UDO requirements.

14. LANDSCAPE PLAN.

- Deciduous trees shall be a minimum 3" caliper. The proposed Linden and Redbud trees do not meet the minimum size.
- Evergreen trees shall be a minimum 8' at the time of planting. The Skyrocket Juniper tree does not meet the minimum size.
- Revise the landscaping calculations so as to only reflect the lot area for the boundaries of the property that will make up the church's lot itself. Do not include the future 6-acre commercial site.

15. MECHANICAL EQUIPMENT. Show the location of all proposed ground-mounted and roof-mounted mechanical equipment on the site plan or building elevations, as appropriate. Roof-top units shall be totally screened from view by incorporating parapet heights equal to the height of the units being screened. Ground-mounted units shall be totally screened from view using masonry walls or evergreen landscaping to a height equal to the units being screened.

16. LIGHTING.

- Show all proposed wall-mounted light fixtures on the building elevations to the extent possible. Wall-mounted lighting shall be subject to the standards under Section 7.260 of the UDO. Provide manufacturer specifications for all wall fixtures for review.
- All parking lot fixtures shall be subject to the standards under Section 7.250 of the UDO. Provide manufacturer specifications for all wall fixtures for review.
- Provide a detail of the parking lot fixtures, including proposed overall height. Pole light bases shall not exceed a height of 3'.

Engineering Review

Gene Williams
(816) 969-1812

Senior Staff Engineer
Gene.Williams@cityofls.net

Corrections

1. Please include a Utility Plan sheet showing the locations of all domestic water, fire lines, fire hydrants, sanitary sewer, and stormwater on one or more sheets as necessary.

2. The "Macro Storm Drainage Study" (undated) states on page 1 that "...basin will serve as the...detention basin for the 1, 10, and 100 year event." Is this a typographical error? The 2 year event is needed as per the Design and Construction Manual.

3. The "Macro Storm Drainage Study" (undated) states in Section 5 that "...modelling this sytem demonstrates capacity issues and the release rate from this development will be reduced to less than pre-development...". Is this a typographical error? The Design and Construction Manual has allowable release rates based on acreage, and these must be followed. Is the drainage area being changed due to grading activities? If so, then the allowable discharge for this new subarea is based on the pre-development area for purposes of calculating the allowable discharge rate.
4. The "Macro Storm Drainage Study" (undated) states in Section 6 that "...Total Flow if the release from both of the detention basins and Area C." This sentence does not appear to make sense.
5. The "Macro Storm Drainage Study" (undated) references "93518" under the North Basin summary in Section 7. What is this in reference to?
6. The "Macro Storm Drainage Study" (undated) should include a statement within the Conclusions and Recommendations Section of the report that the system will be designed in accordance with the current APWA Comprehensive Control Strategy in terms of allowable release rates, and stormwater quality.
7. General Comment: The majority of the plan sheets contain several odd characters within the title blocks and the body of the sheets. Please clean-up as appropriate.
8. Sheet C.001, C.100, and C.101: Why is east detention basin and water quality basin omitted from these sheets? Please include this feature on the plan sheets.
9. Please label each detention basin/water quality basin with the exact basin number used in the "Macro Storm Water Drainage Study." Please include the phrase "water quality basin" in addition to detention basin.
10. Provide a note stating that all access roads, including the access from Chipman and the access from View High Drive will be constructed to public standards.
11. Sheet C.100: A note is shown on this sheet stating "Public Roadway 50' Right of Way". Please revise this to state "future public roadway".
12. Please provide a label on the new Utility sheet showing all interior stormwater lines as private.
13. Show and label the location of the future easement to be dedicated for the sanitary sewer line.
14. Please be aware that the proposed commercial entrance on View High Dr. will require the City of Kansas City approval.
15. Sheet C.201: The profile view shows a public street. As discussed previously, these access roads will be considered private until such time that the area is platted. The roads will need to be built to public roadway standards, however.
16. Sheet C.204: This sheet is illegible due to odd characters contained within a typical retaining wall section. Please cleanup.
17. Please add a note stating that all paving shall follow the Unified Development Ordinance Article 12.
18. Please be aware that as-built drawings will be required for the detention and water quality basins.

19. Detail Sheets: Many of the details contained within the "Details" section of the plan set are not City standard drawings. Please delete them since they are not necessary at this stage of the review, or alternatively, please use the City standard drawings.

20. General Comment: Several sheets included detailed design elements which will be reviewed at the Final Development Plan phase of the project.

Fire Review	Jim Eden (816) 969-1303	Assistant Chief Jim.Eden@cityofls.net	Corrections
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For information only.

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Action required: The 6" main shall be capable of providing the required flow.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Corrections
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1. Submit the traffic study (updated resubmittal).

Planning Review	Ron Seyl (816) 969-1603	Planner Ron.Seyl@cityofls.net	Pending
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Engineering Review	Gene Williams (816) 969-1812	Senior Staff Engineer Gene.Williams@cityofls.net	Approved with Conditions
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1. All required engineering plans and studies, including water lines, sanitary sewers, storm drainage, streets and erosion and sediment control shall be submitted along with the final development plan. All public infrastructure must be substantially complete, prior to the issuance of any certificates of occupancy.

2. All Engineering Plan Review and Inspection Fees shall be paid prior to approval of the engineering plans and prior to the issuance of any infrastructure permits or the start of construction (excluding land disturbance permit).

3. A Land Disturbance Permit shall be obtained from the Public Works Department if ground breaking will take place prior to the issuance of an infrastructure permit or prior to the approval of the Final Development Plan / Engineering Plans.
4. All permanent off-site easements, in a form acceptable to the City, shall be executed and recorded with the Jackson County Recorder of Deeds prior to the issuance of a Certificate of Substantial Completion. A certified copy shall be submitted to the City for verification.
5. The applicant will become responsible to provide the appropriate level of right-of-way maintenance (mowing) during each growing season with the defined area abutting their property as defined and outlined in the City’s Mowing Policy, approved by Council on November 3, 2005.
6. Any cut and / or fill operations, which cause public infrastructure to exceed the maximum / minimum depths of cover shall be mitigated by relocating the infrastructure vertically and / or horizontally to meet the specifications contained within the City’s Design and Construction Manual.
7. Access roads from the north and the west shall be constructed to City standards for future dedication as City streets.

Traffic Review	Michael Park (816) 969-1820	City Traffic Engineer Michael.Park@cityofls.net	Pending
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